

Checklist, Prior to Event Day

6 weeks before event on a Monday by noon: **Monday, March 4, 2019 by 12:00pm**

- _____ Register your location on MAGIC's website.
- _____ Email arupp@magicinc.org your site's logo in high resolution vector format for t-shirts.
- _____ Email arupp@magicinc.org your site's promo video (3 min. max) for approval.
- _____ Within 2 business days of submitted Host Location Sign-up you will be emailed an invite to MAGIC's CTF Slack channel.
- _____ Adjust schedule to reflect local time. All documents are in Eastern Time; adjust accordingly for local time and daylight savings.

6 weeks before event on Wednesday at noon: **Wednesday, March 6, 2019 at 12:00pm**

- _____ Event registration is live! Begin promotion to students to register for event. You will receive a weekly update on how many students have registered for your location.

3 weeks before event on a Monday by noon: **Monday, March 25, 2019 by 12:00pm**

- _____ Fill out the online Coaches Contact Form.
- _____ Within 2 business days of submitted Coaches Contact Form.
- _____ Coaches will be invited to MAGIC's CTF Slack channel.
- _____ Test your site's network and Wi-Fi to verify that guests can access Remote Desktop.

1 week before event on a Monday: **Monday, April 8, 2019**

- _____ Location licensing fee must be received if mailing in a check or money order.
- _____ Distribute local press release (optional).

3 days before event at noon: **Wednesday, April 10, 2019 at 12:00pm**

- _____ Event registration closes for competitors!

2 days before event by noon: **Thursday, April 11, 2019 by 12:00pm**

- _____ You will be emailed the following:
 - _____ Student Sign-in Form with .
 - _____ Puzzle Prompt Form to be shared with coaches. DO NOT give to students.
 - _____ The final number of laptops or computers needed for students without their own.
 - _____ Site and team specific CTF Team Instructions.
- _____ Re-distribute local press release with specifics on students and sites (optional).

1 day before event: **Friday, April 12, 2019**

- _____ Site will have received MAGIC t-shirts in the mail for each competitor.
- _____ Check internet/Wi-Fi and verify that guests can access Remote Desktop.
- _____ Set up as much as possible for event, see checklist items for EVENT DAY.